



MUNICIPALITY OF ANCHORAGE

ASSEMBLY MEMORANDUM

No. AM 632-2023

Meeting Date: August 22, 2023

1 **FROM: Mayor**

2
3 **SUBJECT: INCREASE TO CONTRACT (2022003327) WITH SHANNON & WILSON**
4 **(S&W) TO PROVIDE ENVIRONMENTAL SITE ASSESSMENT SERVICES**
5 **FOR THE MUNICIPALITY OF ANCHORAGE (MOA), PORT OF ALASKA**
6 **(POA) (RFP 2022P034) (\$53,598)**
7

8 On December 13, 2022, the MOA executed Contract 2022003327 in the amount of \$17,271
9 to S&W to provide an environmental site assessment and services, consisting of Task 1:
10 Phase I Environmental Site Assessment and Task 2: Phase II ESA Work Plan, for the Port of
11 Alaska Modernization Program (PAMP).
12

13 Proposed Change Order Number 1 increases the scope to advance the environmental site
14 assessment (ESA) to complete a Phase II ESA to support Phase 2 of the PAMP. Phase II
15 work will include advancing soil boring, installing temporary monitoring wells, collecting
16 various samples, and reporting. A Phase II ESA has been anticipated for PAMP Phase 2
17 work and was included as part of the potential scope to be added by amendment in the
18 original RFP, A Phase I ESA was required prior to awarding a Phase II ESA to identify
19 specific needs and requirements of the site. Change Order Number 1 will increase the
20 Contract by \$53,598 and there is no change to the Contract milestone final completion date.
21

22 Based upon the above information and attached Department Memorandum, it is
23 recommended the Assembly approve Change Order Number 1 to increase the Contract by
24 \$53,598 and increase the Not to Exceed amount to \$70,869.
25

26 Recommended by: Stephen Ribuffo, Director, POA
27 Concurrence: Rachelle A. Alger, Purchasing Director
28 Funding Certification: Alden Thern, Acting CFO
29 570800-PX00025-530380
30 (Capital)
31 Concur: Kent Kohlhase, Municipal Manager
32 Respectfully Submitted: Dave Bronson, Mayor



Memorandum

**Purchase Order 2022003327
Port of Alaska Modernization Program – Environmental Site Assessment
Services**

Change Order 1: Phase II Workplan

Date: August 1, 2023
Project Name: Port of Alaska Modernization Program
To: Rachelle Alger, Purchasing Director
Thru: John Daley, PAMP Engineering Manager
From: Eric Adams, PAMP Program Manager

A professional services contract under Purchase Order 2022003327 was executed on December 13, 2022, between the Municipality and Shannon & Wilson for Environmental Site Assessment Services for the Port of Alaska Modernization Program, in the amount of \$17,271.00.

The Port now recommends Change Order 1 in the increased amount of \$53,598.00 for the following items:

1. Phase II Work Plan

Scope:

The Scope of Work will advance the environmental site assessment (ESA) to complete a Phase II ESA to support the Phase 2 of the Port of Alaska Modernization Program (PAMP). Phase II work will include advancing soil boring, installing temporary monitoring wells, collecting various samples and reporting.

Justification:

A Phase II ESA has been anticipated for PAMP Phase 2 work and was included as part of the potential scope to be added by amendment in the original RFP, A Phase I ESA was required prior to awarding a Phase II ESA to identify specific needs and requirements of the site.

Negotiations:

The PAMP Project Management Consultant negotiated the scope and fee with Shannon & Wilson and are in agreeance with the fee proposal provided

Memorandum

The net value of Change Order 1 is an increase of \$53,598.00, the contracts milestone final completion date remains the same.

Upon approval of Change Order 1, the value of Purchase Order 2022003327 would be as follows:

Initial Contract Amount	\$17,271.00
Change Order 1	\$53,598.00
<u>Total Authorized (Net Value of Contract)</u>	<u>\$70,869.00</u>

The Port recommends approval of Change Order No. 1